

**Position Requirements Document Cover Sheet****Position Number:****Classification (Title, Path-Series-Broadband):** NJ-xxxx-IV**Duty Title:****Employing Office Location:** Edwards AFB, CA**Duty Station:** Edwards AFB, CA**Org Info (Agency, 1st Div, 2nd Div, etc):** DoD, AF, AFMC, AFFTC,**Org & Func Cd:****1st Skill :** %**2nd Skill:** %**3rd Skill:** %

**Supervisor's Certification:** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

**Immediate Supervisor:** *(Type or Print)***Title:** *(Type or Print)***Signature:** \_\_\_\_\_ **Date:** / /**Higher Supervisor or Manager:** *(Type or Print)***Title:** *(Type or Print)***Signature:** \_\_\_\_\_ **Date:** / /

**Classification/Job Grading Certification:** I certify that this position has been classified IAW Acquisition Workforce Personnel Demonstration Project broadbanding criteria.

**Classification Official:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
*(Type or Print)* *(Type or Print)***Signature:** \_\_\_\_\_ **Date:** / /**COMMUNICATED CCAS REQUIREMENTS:**

<b>Period Covered</b>					
<b>Rater/Supv</b>					
<b>Date</b>					
<b>Reviewer</b>					
<b>Date</b>					
<b>Employee*</b>					
<b>Date</b>					

\*Signature acknowledges receipt. It does not indicate agreement/disagreement.

**I. MISSION/PURPOSE:**

**II. MAJOR DUTIES:** *(Identify major duties. Limit description of major duties to one page. Assign percentages and identify applicable KSAs after each duty paragraph.)*

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**III. CCAS FACTORS, DISCRIMINATORS, AND DESCRIPTORS:** *(These are standardized and may not be edited.)*

Technicians at this level are considered to have professional level knowledge of a specific field. Receives general guidance on overall objectives and resources. Conceives, recommends, and tests new techniques or methods. Completed work is reviewed for overall soundness and compliance with overall project objectives.

**Factor 1. Problem Solving****Level IV**

Work is timely, efficient and of acceptable quality. Completed work meets project/program objectives. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Identifies and resolves complex problems that may cross functional/technical boundaries and promulgates solutions.
- Develops, integrates/implements solutions to diverse, complex problems which may cross multiple projects/programs or functional/technical areas.
- Independently resolves and coordinates technical problems involving multiple projects/programs.
- Develops plans and techniques to fit new situations and/or to address issues that cross technical/functional areas.

**Factor 2. Teamwork/Cooperation****Level IV**

Work is timely, efficient and of acceptable quality. Personal and organizational interactions exhibit and foster cooperation and teamwork. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Leads others to accomplish complex projects and programs.
- Applies innovative approaches to resolve unusual/difficult technical/management issues. Promotes and maintains environment for cooperation and teamwork.
- Leads and guides others in formulating and executing team plans. Expertise is sought by others.

**Factor 3. Customer Relations****Level IV**

Work is timely, efficient and of acceptable quality. Personal and organizational interactions enhance customer relations and actively promote rapport with customers. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Leads and coordinates technical efforts of individuals or teams in support of customer interactions. Develops innovative approaches to satisfy customers.
- Establishes customer alliances; anticipates and fulfills customer needs and translates customer needs to project/programs. Organizes and leads customer interactions.
- Interacts proactively with customers to identify and define complex/controversial problems and to develop and implement strategies or techniques for resolving project/program issues.

**Factor 4. Leadership/Supervision****Level IV**

Work is timely, efficient and of acceptable quality. Leadership and/or supervision effectively promotes commitment to mission accomplishment. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Provides guidance to individuals/teams; resolves conflicts. Serves as subject matter expert.
- Guides, motivates, and oversees multiple complex projects/programs.
- Directs assignments to encourage employee development and cross-technical/functional growth to meet organizational needs. Pursues self-development.

**Factor 5. Communication****Level IV**

Work is timely, efficient and of acceptable quality. Communications are clear, concise, and at appropriate level. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Determines and communicates project/program positions at senior levels.
- Prepares, reviews, and approves management/technical reports for internal and external distribution.
- Presents project/program briefings to obtain consensus/approval. Represents the organization as technical subject matter expert.

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**Factor 6. Resource Management****Level IV**

Work is timely, efficient and of acceptable quality. Resources are utilized effectively to accomplish mission. Flexibility, adaptability, and decisiveness are exercised appropriately.

- Plans and allocates resources to accomplish multiple project/program goals.
- Identifies and optimizes resources to accomplish multiple project/program goals.
- Effectively accomplishes multiple project/program goals within established thresholds. Develops innovative approaches to attain goals and minimize resource expenditures.

**IV. RECRUITMENT KNOWLEDGE, SKILLS AND ABILITIES** *(Identify 4 to 6 KSAs):*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

**V. OTHER SIGNIFICANT FACTS:** The checked items below apply to this position:

☐ **Career Program ID:** \_\_\_\_\_ **Type:** \_\_\_\_\_

☐ **Subject to Drug Testing Statement**

This position has been designated for drug testing. Its incumbent is subject to random urinalysis testing as a condition of employment.

\_\_\_\_\_ Tier 1 \_\_\_\_\_ Tier 1 (SCI) \_\_\_\_\_ Tier 2

☐ **"Key" Statement**

This is a Key Position. Incumbents must be removed from their military recall status if alternatives for filling the position during an emergency are not available.

☐ **Child Care/Youth Services Statement:** This position is a child care/youth services position subject to background checks in accordance with Public Law (PL) 101-647. This is a condition of employment.

*(DIN JPP will be coded with a 4 which indicates a Child Care Background check is required.)*

☐ **Financial Disclosure Statement:**

Employee must, within 30 days of assuming this position and by 31 October annually thereafter, file an SF-450, "Confidential Financial Disclosure Report." Employee is required to attend annual ethics and procurement integrity training. *(DIN SAJ will be coded AA if required.)*

☐ **APDP Statement:**

☐ This position is designated a **NON-CRITICAL** APDP position.

Function: \_\_\_\_\_ Level Required: \_\_\_\_\_

☐ This position is designated a **CRITICAL** APDP position.

Function: \_\_\_\_\_ Level Required: \_\_\_\_\_

This is a Critical Acquisition Position. Unless specifically waived by the appropriate Component official, (i.e., the Director of Acquisition Executive, or the Service Secretary) or if the employee is "grandfathered" under 10 USC 1736(c)(1), the following are statutorily mandated requirements (Reference: 10 USC 1733 and 1737):

- (1) Selectee must be a member of an Acquisition Corps at the time of appointment;
- (2) Selectee must execute, as a condition of appointment, a written agreement to remain in Federal service in this position for at least three years. In signing such agreement, the employee does not forfeit any employment rights, nor does such an agreement alter any other terms or conditions of employment.

☐ **Commercial Drivers License Requirement:** This is a condition of employment.

*(DIN Y10 will be coded Y if required.)*

☐ **Environmental Duty Pay or Hazardous Pay Differential Situation**

☐ **Physical Required:** This is a condition of employment. *(State reason such as: Due to heavy lifting; extended periods of standing, stooping, kneeling, etc.)*

☐ **Subject to Temporary Duty Assignments (TDY):** Approximately \_\_\_\_\_ days per year.

☐ **Other:** Explain:

**Supv Level:**

**Job Share:**

**Sensitivity:**

**Target Broadband Level:**

**Emergency Ess:**

**Key Position:**

**Reason for Submission:**

**Remarks:**

**BUS Code:**

**Comp Level:**

**FLSA:**

**Drug Test:**

**OPM Functions Code:**

**Mobility:**

**Previous PD Number:**